



CENTRAL ADMINISTRATION

Dr. George E. Stone  
Superintendent

Jean Miccio  
Assistant Superintendent for Instruction

Dr. Tammy Cosgrove  
Assistant Superintendent for Human Resources

MaryEllen Herzog  
Assistant Superintendent for Pupil Personnel Services

Binoy Alunkal  
Business Manager

Jim Van Develde  
Director of Communications

TO: Invited Construction Management Firms  
FROM: Binoy Alunkal *Binoy*  
DATE: October 11, 2018  
SUBJECT: Request for Proposals – Construction Management Firms

**2018-19 REQUEST FOR PROPOSAL  
CONSTRUCTION MANAGEMENT FIRM FOR LAKELAND HIGH SCHOOL  
ATHLETIC FIELDS, TENNIS COURTS AND DRAINAGE IMPROVEMENT PROJECT  
YEARLY RENEWABLE CONTRACT  
PROPOSALS RECEIVED UNTIL: TUESDAY, OCTOBER 30, 2018 @2:00 P.M.**

The Lakeland Central School District hereby invites the submission of sealed proposals from qualified and experienced Construction Management Firms for the 2018-2019 school year and may be renewed on a yearly basis for up to three (3) additional years.

Enclosed for your consideration is a Request for Proposal (RFP).

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Five (5) complete sets of the proposal must be received in a sealed envelope at the following address by **Tuesday, October 30, 2018 2:00 p.m. local time** and addressed as follows:

LAKELAND CENTRAL SCHOOL DISTRICT  
LISA GARLAND, PURCHASING AGENT  
RFP - Construction Management Firm for Lakeland High School Athletic Fields, Tennis Courts and Drainage Improvement Project  
1086 East Main Street  
Shrub Oak, NY 10588

**(PLEASE NOTE IF THERE IS A SCHOOL CLOSING ON THE DAY OF THE OPENING DUE TO INCLEMENT WEATHER OR AN EMERGENCY, THE OPENING WILL BE ON THE NEXT BUSINESS DAY AT THE SAME TIME.)**

Unless otherwise noted in this proposal, all questions and correspondence should be directed to Lisa Garland in writing at [lgarland@lakelandschools.org](mailto:lgarland@lakelandschools.org). All questions will be addressed appropriately by addendum.

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**SCOPE OF WORK**

The Lakeland Central School District, herein LCSD or District, is contracting for a Construction Management Firm with in-house electrical, environmental, mechanical, site work and sophisticated drainage systems expertise. The selected Firm will be expected to work in conjunction with the Engineers and District's Facility Director. The Construction Manager should inspect the work being done and ensure that it is of acceptable quality, on time, within the budget and work is performed according to local code requirements. The project consists of removing and regrading the athletic fields and tennis courts at Lakeland High School and to install synthetic turf, fences, batting cages, modular dugouts, detention systems, bioretention basin, and site lighting. Other related work shall also include removals, clearing and grubbing, excavation, backfilling, trenching, drainage pipe, concrete, asphalt pavement, electrical work, water piping, topsoil, seeding, restoration and cleaning the project area all in accordance with the plans and specifications (copy link below) or as directed by the Engineer.

<https://drive.google.com/open?id=1jCCmTHlbUOE1Pu5-cgGSc0VrHlmQTR1q>

**SCOPE OF SERVICES REQUIRED**

1. Scheduling & conducting meetings to discuss procedures, progress, scheduling and prepare and distribute minutes to all parties involved.
2. Monitor and maintain Project progress schedules as submitted by the site and electrical contractors.
3. Review requests for changes and extensions of time, including change orders, miscellaneous additional work requests and cost overruns/underruns. Submit recommendations to the School District and prepare change orders if accepted.
4. Coordinate the scheduled activities and responsibilities of the contractors with all involved parties.
5. Make observations to verify conformance with project plans and to witness specific testing.
6. Enforce Stormwater Pollution Prevention Plans requirements per the Project's plans and specifications.
7. Review and process requisitions by contractors for progress and final payments and submit to District for payment. Include reviewing and certifying amounts due contractors by preparing letter of recommendation approving contractor's requisition for payment.
8. Submit written monthly progress reports to the District, including but not limited to, issues, project milestones achieved, and percentage complete per Project deliverables.

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9. Provide construction cost close out support, including “As-Built” preparation, final punch list walk through, and general release. Assist contractor with review and preparation of as-built drawings.
10. Provide District with any additional required activities for successful completion of Project.

**CONTRACT PERIOD**

The initial contract will be from BOE approval anticipated for Thursday, November 15, 2018 Board Meeting. The contract may be renewed on a yearly basis based upon the recommendation of the Superintendent of Schools with approval by the Board of Education.

**EVALUATION PROCEDURES**

**Construction Committee**

Proposals submitted will be evaluated by a Construction Committee selected by the Board of Education, which may consist of:

- Board of Education Trustee(s)
- Superintendent of Schools
- Business Manager
- Director of Facilities
- Director of Information Technology
- Purchasing Agent

**Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represents the principal selection criteria which will be considered during the Construction process.

**1. Mandatory Elements**

- a. The firm is licensed to practice in the State of New York.
- b. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

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**2. Technical Quality**

**a. Expertise and Experience**

- (1) The firm's past experience and performance on comparable engagements.
- (2) The quality of the firm's professional personnel to be assigned to the engagement.

**3. Price**

**WHEREAS COST OF SERVICES IS AN IMPORTANT FACTOR IN THE SELECTION OF A CONSTRUCTION MANAGEMENT FIRM IT MAY NOT BE THE ONLY FACTOR.**

**Oral Presentations**

During the selection process, the Construction Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Construction Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

**Final Selection**

The Board of Education may select a firm based upon the recommendation of the Construction Committee. The Board of Education reserves the right to reject all proposals.

**Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and selected confirmed in the contract between the LCSD and the firm. The Lakeland Central School District reserves the right to reject any or all proposals.

BOARD OF EDUCATION  
LAKELAND CENTRAL SCHOOL DISTRICT  
SHRUB OAK, NEW YORK

**BIDDER CERTIFICATION**

NAME OF BIDDER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE OF BID \_\_\_\_\_

**The above-mentioned bidder declares and certifies:**

FIRST. That the said bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein.

SECOND. That the bid herein has been arrived at independently, and has been submitted without collusion with any other vendor of services, materials, supplies, or equipment of the type herein described, and that vendor's bid has not been communicated by him or, to his best knowledge and belief, by any of his employees and agents to any person not an employee, agent, or surety of the vendor.

THIRD. That no member of the Board of Education of Lakeland Central Schools, Town of Yorktown, County of Westchester, nor any officer or employee or person whose salary is payable in whole or part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or service to which it relates, or in any portion of the profits thereof.

FOURTH. That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, ware, merchandise, services or labor for which this bid is made.

FIFTH. That the prices quoted herein are net and exclusive of all federal, state, and municipal sales and excise taxes.

SIXTH. That said bidder is in full compliance with Title IX, Education Amendments of 1972, as stated in Article 19 of this document.

\_\_\_\_\_  
(Person, Firm, or Corporation)

\_\_\_\_\_  
(Authorized Signature)